

**THE QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, MARCH 24, 2016**

Central Library  
89-11 Merrick Boulevard  
Jamaica, New York 11432

**PUBLIC SESSION**

**7:00 P.M. BOARD OF TRUSTEES MEETING**  
Hon. Robert T. Groh Conference Room

**I. ROLL CALL**

**II. MINUTES**

1. Minutes of the Board of Trustees Meeting – February 25, 2016

**III. REPORT OF THE CHAIRMAN OF THE BOARD**

**IV. COMMITTEE REPORTS**

**A. BUILDINGS AND GROUNDS COMMITTEE – March 24, 2016**

**Report Item(s)**

1. Sustainability Initiatives
2. Maintenance, Repair and Renovation

**B. EXECUTIVE COMMITTEE – March 24, 2016**

**Recommendation(s) on**

1. Contract Authorization – Marketing Platform
2. Contract Agreement with the Berlin Rosen Consulting Firm to Coordinate Tri-Li Advocacy Efforts and Provide a Community Mapping and Training Program
3. Amended By-Laws

**Report Item(s)**

1. Personnel Report – 1/16/16 – 2/15/16

**C. FINANCE & INVESTMENTS COMMITTEE – March 24, 2016**

**Report Item(s)**

1. 2015 Investment Performance Reports

**Recommendation(s) on**

1. Approval of Bills for the Month of February 2016
2. Acceptance of Financial Reports for the Period Ending February 29, 2016

**Report Item(s)**

1. Payroll for the Month of February 2016

**V. PRESIDENT’S REPORT**

**Report Item(s)**

1. President’s Report
2. External Meetings and Outreach Activities for Interim President & CEO – February 20, 2016 – March 14, 2016
3. External Meetings and Outreach Activities for President & CEO– February 29, 2016 – March 18, 2016
4. Key Performance Indicators – February 2016
5. Open Budget Hearing Material Review

**VI. OTHER BUSINESS**

1. Queens Library Foundation
  - a. Report of Minutes of September 10, 2015

**VII. ADJOURNMENT**

**Motion:**  
**Second:**  
**Time:**

**I. ROLL CALL**

Adrienne Adams  
Hon. Augustus Agate  
Martha Baker  
Judy E. Bergtraum, Esq., Vice Chair of the Board  
Maria Concolino  
Lenore R. Gall, Ed.D  
Matthew M. Gorton  
Julissa Gutierrez  
James Haddad, Esq.  
Jukay Hsu  
Carl Koerner, Esq., Chairman of the Board  
Haeda Mihaltses  
John Ottulich  
Michael E. Rodriguez, Esq., Treasurer  
Edward Sadowsky, Esq.  
Robert Santos, Esq., Secretary  
Eli Shapiro, Ed.D, LCSW  
Earl G. Simons, Ed.D, Assistant Treasurer  
Gabriel Taussig, Esq.

Mayor, Hon. Bill de Blasio, Ex-officio  
    Represented by: Lydon Sleeper-O’Connell  
Public Advocate, Hon. Letitia James, Ex-officio  
    Represented by: Larry Schimmel, Esq.  
Comptroller, Hon. Scott M. Stringer, Ex-officio  
    Represented by: Jimmy Yan  
Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
    Represented by: Eve Cho Guillergan, Esq.  
Borough President, Hon. Melinda Katz, Ex-officio  
    Represented by: Angelina Martinez-Rubio, Esq.

Dennis M. Walcott  
    President and Chief Executive Officer

Bridget Quinn-Carey  
    Vice President and Chief Operating Officer

Lewis Finkelman, Esq.  
    General Counsel

**II. Minutes**

1. The minutes of the Board of Trustees meeting of February 25, 2016, submitted for approval:

Motion to approve:

Seconded by:

**III. Report of the Chairman of the Board**

Welcome Dennis M. Walcott, President and CEO of Queens Library.

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE**

**March 24, 2016**

A meeting of the Buildings and Grounds Committee of the Board of Trustees will be held on Thursday, March 24, 2016 at 6:30 p.m. in the Hon. Robert T. Groh Board Room, Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** John Ottulich,  
Chair of Committee

**ATTENDING:** Adrienne Adams  
Judy Bergtraum, Esq.  
Julissa Gutierrez  
James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Gabriel Taussig, Esq.

Dennis M. Walcott  
President and Chief Executive Officer  
Bridget Quinn-Carey  
Vice President and Chief Operating Officer  
Lewis Finkelman, Esq.  
General Counsel  
Dennis Verriello  
Director, Facilities and Environmental Services  
and Interim Director, Capital Projects

**EXCUSED:**

**THE QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE**

***THURSDAY, MARCH 24, 2016***

**Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432**

**AGENDA**

**6:30 P.M. BUILDINGS AND GROUNDS COMMITTEE  
*Hon. Robert T. Groh Board Room***

**I. ROLL CALL**

**II. PUBLIC SESSION**

**Report(s)**

1. Sustainability Initiatives
2. Maintenance, Repair & Renovation

**III. ADJOURNMENT**

Motion:

Second:

Time:

**Agenda Item: SUSTAINABILITY INITIATIVES**

**Current Status:** The Library has actively explored strategies to reduce its contributions to climate change while enhancing resilience to its impacts. Several initiatives have been implemented to support the Mayor’s Office of Sustainability (MOS) and the Office of Recovery and Resiliency (ORR) to advance long-term plans for sustainable growth and resiliency for the City of New York. The Library has implemented the following projects that contribute to the City’s goal of reducing environmental impacts:

**Broadway** The installation of a green wall is currently underway at this facility with an anticipated completion date in late June 2016. A green wall consists of a vertical planting system on outside walls where certain species of plants will grow and completely cover the wall. The green wall will mitigate air pollution levels by lowering extreme summer temperatures through photosynthesis and absorb and clean air pollutants from the environment. This project includes exterior seating for reading and Wi-Fi use. This project was funded by the North Star Fund.

**Central** The Library partnered with the Greater Jamaica Development Corporation to initiate an open space project at the Central Library through the installation of seasonal plantings to improve the aesthetics of the exterior while improving the local air quality in Jamaica, Queens.

In addition, the Mayor’s “Vision Zero” plan includes the possibility of a green plaza to be constructed on Merrick Blvd to protect all pedestrians, including those entering and exiting the Library.

**Central** The Library rolled-out a “No Waste” recycling program to educate staff on the importance of conserving raw materials as means to reduce the need to consume precious resources. Recycling is one of many “low-hanging fruit” that effectively aids in the protection of raw materials and natural habitats for the future by sending less trash to the landfills, which helps reduce air and water pollution.

**System-Wide** The Library received funding of \$53,100 from the Department of Citywide Administrative Services (DCAS) to implement an LED lighting upgrade project at thirteen (13) community libraries. Over 1,400 LED lightbulbs were purchased and installed by Library maintainers. LED lightbulbs typically use about 25%-80% less energy than traditional lightbulbs and will last between three and twenty-five times longer.

**System-Wide** The Library participated in the Department of Citywide Administrative Services (DCAS) was awarded \$50,000 in funding to design and implement an energy smart competition to reduce energy consumption. The Library implemented a "Flip the Switch" competition whereby thirteen (13) community libraries competed to save the most energy in their library from December 2014 - April 2015. Douglaston community library won the grand prize by reducing their electric usage. Each of the participating libraries received a portion of the \$50,000 award to purchase environmental science books and invest in sustainability-related educational programming.

The Library hosted its first Earth Day event at Central Library on April 25, 2015. Several community organizations participated in activities with residents. The purpose of the event was to teach children about global warming and the importance of reducing carbon emissions. The winners of the

“Flip the Switch” energy reduction campaign were announced at this event.

**System-Wide** The Library is presently in collaboration with both the Department of Environmental Protection (DEP) and the Department of Design and Construction (DDC) for the development of seven storm water and surface water retention projects. The projects chosen were based on storm water flood data.

**Agenda Item: MAINTENANCE, REPAIR & RENOVATION**

**Current Status:** Maintenance, repair or renovation purchases awarded between February 1, 2016 and February 29, 2016 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Library's Purchasing Policy including competitive quotations or in response to emergency conditions as a matter of health and safety.

<b>Steinway</b>	Emergency Management Inc. provided all labor and materials to perform emergency spill recovery services.	\$5,500
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**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE EXECUTIVE COMMITTEE**  
**March 24, 2016**

A regular meeting of the Executive Committee of the Board of Trustees will be held at 6:45 p.m., Thursday, March 24, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:**

Gabriel Taussig, Esq.  
Chair, Executive Committee

Judy Bergtraum, Esq.  
Matthew Gorton  
Carl Koerner, Esq.  
Michael Rodriguez, Esq.  
Edward Sadowsky, Esq.  
Robert Santos, Esq.  
Earl G. Simons, Ed.D

Dennis M. Walcott  
President and Chief Executive Officer  
Bridget Quinn-Carey  
Vice President and Chief Operating Officer  
Lewis Finkelman, Esq.  
General Counsel

**EXCUSED:**

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE EXECUTIVE COMMITTEE**

*THURSDAY, MARCH 24, 2016*

Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432

**A G E N D A**

**6:45 P.M.**

**EXECUTIVE COMMITTEE**

*Hon. Robert T. Groh Board Room*

**I. PUBLIC SESSION**

**Action Item(s)**

1. Contract Authorization – Marketing Platform
2. Contract Agreement with the Berlin Rosen Consulting Firm to Coordinate Tri-Li Advocacy Efforts and Provide a Community Mapping and Training Program
3. Amended By-Laws

**Report(s)**

1. Personnel Report – 1/16/16 – 2/15/16

**II. ADJOURNMENT**

**Motion:**

**Second:**

**Time:**

**Agenda Item:** ***CONTRACT AUTHORIZATION – MARKETING PLATFORM***

**Background:** Queens Library is seeking to implement an enterprise class marketing platform that meets the following high level business requirements: A) capable of supporting up to 1.25 million customers that are currently on our active file; B) automation features that enable increased efficiencies, productivity and more effective marketing campaigns; C) customization that enables personalized marketing based on customer interests; and D) robust digital marketing capabilities.

The Library currently uses MailChimp for email marketing to deliver emails to approximately 200,000 customers that have provided email addresses. This software does not have the enhanced capabilities needed to meet strategic goals identified in the marketing plan and overall organizational strategic goals.

**Current Status:** Currently, the marketing campaigns that are utilized to promote Queens Library’s programs and services are email campaigns, website promotions, social media posts, social media ads and community newspapers ads. These campaigns are generally effective in increasing awareness and attendance but limited in impact due to the following:

1. Current marketing campaigns require manual set-up in Mailchimp for each program. Email campaigns cannot be automated which makes it impossible to promote the 10,000 to 15,000 programs that Queens Library offers each year.

2. Current marketing campaigns lack personalization to promote programs and services based on our customers' interests and needs.
3. Mailchimp cannot support an automated process of updating and synchronizing our customer data from the Library circulation system. Therefore, current marketing campaigns do not reach all 1.25 million customers.

An enterprise marketing platform, will allow the Library to develop more robust marketing programs and deliver a personalized experience that provides information and recommendations for media, programs, services and events based on the needs and interests of each library customer.

The main marketing channel will be digital and consist of email, social media, and the website. The current marketing programs at our community libraries such as brochures, literature, digital signage and community newspaper advertising will continue to be supported and improved.

A marketing platform that supports the new marketing program must meet the following objectives.

1. **Function as a marketing database.** The new marketing platform will need to function as the primary marketing database by storing the records of active customers.

2. **Multi-channel communications.** The marketing platform will need to have native support of the outbound communications methods of email, SMS, and direct mail.
3. **Data Integrations.** The marketing platform should have strong data integration capabilities.
4. **Customer personalization and recommendations.** Customer personalization is a core marketing strategy.
5. **Marketing automation.** The marketing platform must have strong automation functionality.

The Library issued Request for Proposals #1115-1 (“RFP”) for a marketing platform. The RFP was sent to six (6) established technology firms, and advertised in the City Record and Bidnet.

The Library received four (4) responses that were evaluated and ranked by a review committee consisting of the Director of Marketing, the Marketing Manager and the Chief Innovation and Technology Officer. The review was based on the criteria set forth in the RFP. The criteria included the qualifications and expertise of the firm and the account team, features and functions of the platform, project work plan, previous experience, case studies and the cost proposal. Three (3) vendors (Oracle, Salesforce and IBM) were selected to be finalists and invited for an in-person meeting based on the initial ranking.

Each finalist provided a demonstration of its platform, reviewed its proposal in detail, discussed its previous experience and answered questions. The committee incorporated the in-person meetings as part of the final scores and arrived at a ranking of the three finalists.

Pricing structures were slightly different between the proposals. For comparison purposes, the pricing was based on approximately 600,000 customer database records that have email addresses in the circulation system. The Library typically sends out one million emails per month to the current customer database. The following is a comparison of the three finalists:

<b>Vendor</b>	<b>Total Points</b>	<b>Annual Cost</b>	<b>One-Time Training Costs</b>	<b>One-Time Implementation Cost</b>	<b>Three Year Cost</b>
<b>FINALISTS</b>					
Oracle	423.0	\$77,880	-	\$15,000	\$248,640
Salesforce	418.3	\$82,467	-	\$50,000	\$297,401
IBM	413.0	\$68,871	\$3,000	\$15,000	\$224,613
<b>NON-FINALISTS</b>					
Marketo	353.4	\$188,940	-	\$7,600	\$574,420

Oracle is a leading technology company providing enterprise class solutions with a proven track record of success. Oracle has superior data integration, marketing automation and a streamlined user interface that is more user friendly than the interfaces offered by the other two finalists. Oracle received the highest score of 423 points based on the RFP criteria.

Oracle is used by many organizations such as AirBNB, Verizon, and non-profit organizations such as Charity-Water, Diabetes Australia and One. References that have used Oracle on projects of a similar scope have been contacted and provided positive feedback. Oracle submitted a vendor responsibility questionnaire which disclosed that it has been the subject of certain legal and investigative proceedings, several of which have been resolved with federal agencies. The City's Vendex system includes cautions identifying the same proceedings. Given that these matters have been satisfactorily resolved and/or have not resulted in any allegations of civil or criminal violations by Oracle or any of its principals, owners, officers or employees, the Library has concluded that it is appropriate to contract with Oracle. In fact, Oracle presently has numerous contracts with both New York State and City agencies.

Oracle submitted multi-tier pricing for 1 to 3 year contracts with discounted rates. It is recommended that the Library award a three year contract to Oracle to take advantage of a 20% discount for a savings of \$42,120 over the three year period.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President & CEO be authorized to enter into a three year contract with Oracle in the amount of \$248,640.*

**Agenda Item:**     ***CONTRACT AGREEMENT WITH THE BERLIN ROSEN CONSULTING FIRM TO COORDINATE TRI-LI ADVOCACY EFFORTS AND PROVIDE A COMMUNITY MAPPING AND TRAINING PROGRAM***

**Background:**     BerlinRosen (BR) coordinated the advocacy work of the three New York City library systems, which played an important role in our successful advocacy campaign for the Fiscal Year 2016 City budget. Their services were funded by a grant from the Revson Foundation. Tri-Li advocacy events such as City Hall Lobby Day, “Call Your Council Member Day” and “Social Media Week of Action” were impactful and created lasting impressions on elected officials. The level of coordination between the Queens Library, New York Public Library and Brooklyn Public Library was unprecedented, producing a unified effort and message that drew praise from elected officials and their staffs, envy from the rest of the advocacy world, and an additional \$43 million for our combined operating budget.

**Current Status:**     Once again funded by the Revson Foundation, BerlinRosen will play a coordination role for the Fiscal Year 2017 advocacy campaign, including drafting a timeline of major activities and communications that each system is undertaking, as well as joint Tri-Li events. BR will schedule and run weekly calls to ensure overall strategy and tactics are aligned. When necessary, BR will assist in coordinating activities with partner organizations such as DC37 and community-based organizations. Together, Tri-Li and BR will manage a Tri-Li messaging document and plan that ensures a coordinated approach and content. While direct press implementation will be done by each library, BerlinRosen will provide suggestions for media outreach, and will help the library advocacy teams develop a plan to engage library customers, library leadership, prominent supporters, and others to be integrated into compelling op-ed opportunities. The amount that the Library plans on paying BR for the aforementioned coordination services is \$15,000.

To create sustainable grassroots engagement, Queens Library proposes to undertake a Community Mapping and Training project. BerlinRosen will collaborate with Central Library staff and local library staff to better understand how key branches are interacting with the community at large and to identify relationships that will be helpful to developing a more robust network. BerlinRosen will assess and map neighborhood community relationships and networks of patron leaders anchored in 10 community libraries that are deeply committed to Queens Library. The community library assessment process will involve an online survey followed by either a site visit or phone call with the community library manager. BerlinRosen will then produce an engagement inventory for use in planning future advocacy. BerlinRosen will also draft training materials and conduct a half day training session for Library Managers and other appropriate staff members on “taking the next step” with advocacy, and making it a twelve month activity. The amount that the Library plans on paying BR for these additional services is \$28,000.

Authorization by the Board of Trustees is required to enter into an agreement in the total amount of \$43,000 covering both the Tri-Li coordination services and the community mapping and training services. These two initiatives have been funded by a grant from the Revson Foundation.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to enter into a contract with Berlin Rosen in the amount of \$43,000 to provide Tri-Li coordination services and community mapping and training services.*

# **AMENDED BY-LAWS**

**TO BE PROVIDED UNDER SEPARATE COVER ON BOX**

<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Bajwa, Nazish	Librarian 1	General Librarian	1/24/2016
Brauner, Jesse	Librarian 1	General Librarian	2/7/2016
Englander, Carly	Staff Analyst 1	Employment Counselor	1/24/2016
Keogan, Elizabeth	Librarian 1	General Librarian	2/7/2016
Loveless, Amber	Librarian 1	Young Adult Librarian	1/24/2016
Maijeh, Ife	Staff Analyst 1	Case Manager	1/24/2016
Vereen, Princeshaamar	Junior Library Custodian	Junior Library Custodian	1/24/2016
<b>Employee Count: 7</b>			

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Henry, Christopher	Office Associate 1	Office Associate	Office Associate 3	Mailroom Head Supply Supervisor	1/19/2016
Soler, Lisa	Technical Support Aide 2	Customer Service Specialist	Principal Administrative Associate 1	HR Specialist	1/25/2016
<b>Employee Count: 2</b>					

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Bleiberg, Mary	Administrator Public Information Specialist	VP, Library Programs & Services	2/4/2016
Clark, Denise	Staff Analyst 2	Sr. Grants Manager	2/8/2016
Echevarria, Anthony	Junior Library Custodian	Junior Library Custodian	1/24/2016
Gjesdal, Janna	Staff Analyst 1	Sr. Grants Manager	2/8/2016
Hui, Yin	Office Aide 3	Customer Service Representative	1/18/2016
Pham, John	Staff Analyst 2	Grants Manager	2/8/2016
Rodriguez, Americo	Junior Library Custodian	Junior Library Custodian	1/31/2016
Sitaram, Moon	Office Aide 3	Customer Service Representative	1/18/2016
<b>Employee Count: 8</b>			

<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Worked</b>
Desravines, Raphy	Technical Support Aide 2	Customer Service Specialist	2/2/2016
Marcus, Michelle	Senior Librarian 2	Children Librarian	1/14/2016
Simon, Vesna	Principal Librarian 2	Community Library Manager	2/1/2016
<b>Employee Count: 3</b>			

<b>RETURN FROM LEAVE OF ABSENCE:</b>		
<b>Employee Name</b>	<b>Job Title</b>	<b>Change Date</b>
Long, Carol	Senior Librarian 2	2/1/2016
Smith, Mary	Office Aide 3	1/19/2016
<b>Employee Count: 2</b>		

<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Alperstein, David	Senior Librarian 2	General Librarian	10/21/1974	41.25
Hanna, Deborah	Steno/Secretary 3	Secretary	12/16/1989	26.12
<b>Employee Count: 2</b>				

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE FINANCE & INVESTMENT COMMITTEE**

**March 24, 2016**

A meeting of the Finance & Investment Committee of the Board of Trustees will be held at 5:30 p.m., Thursday, March 24, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, and New York.

**PRESIDING:** Michael Rodriguez Esq. Committee Chair

**PRESENT:** Matthew Gordon  
James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Earl Simons, Ed.D

Dennis M. Walcott  
President and Chief Executive Officer  
Bridget Quinn-Carey  
Vice President and Chief Operating Officer  
Lewis Finkelman, Esq.  
General Counsel  
Tracy Yogman  
Chief Financial Officer

**GUESTS:** Representative(s) from J.P. Morgan  
Representative(s) from TD Private Client Wealth  
Representative(s) from Wilmington Trust

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE FINANCE & INVESTMENT COMMITTEE**

*THURSDAY, March 24, 2016*

Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432

**AGENDA**

**5:30 P.M. FINANCE & INVESTMENT COMMITTEE**  
*Hon. Robert T. Groh Board Room*

**I. ROLL CALL**

**II. PUBLIC SESSION**

**Report(s)**

1. 2015 Investment Performance Reports

**Action Item(s)**

3. Approval of Bills for the Month of February 2016
4. Acceptance of Financial Reports for the Period  
Ending February 29, 2016

**Report(s)**

1. Payroll for the Month of February 2016

**III. ADJOURNMENT**

**Motion:**

**Second:**

**Time:**

# *REPORT ITEM*



## *2015 INVESTMENT PERFORMANCE REPORTS*

*(Reports provided under separate cover)*

**Agenda Item: *APPROVAL OF BILLS FOR THE MONTH OF FEBRUARY 2016***

**Background:** In accordance with New York State Law, the Board of Trustees has sole authority over the expenditure of funds appropriated for library purposes and must have a method in place for the review and approval of all expenditures.

**Current Status:** The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,285,451 being the amount of February 2016 bills vouchered and paid consisting of \$72,489 in Fines & Fees Funds, \$626,876 in City Funds, \$349,923 in Federal & State Funds, \$2,163,110 in Trust & Agency Funds, \$53,858 in Board-Designated & Private Grants Funds, and \$19,195 from the Workers Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

**Recommended Motion for Consideration by the Finance & Investment Committee:**

*I move that the Finance & Investment Committee recommend to the Board of Trustees the approval of the February 2016 bills in the aggregate sum of \$3,285,451.*

**Agenda Item: ACCEPTANCE OF FINANCIAL REPORTS FOR  
THE PERIOD ENDING FEBRUARY 29, 2016**

**Background:** In accordance with Library By-Laws, the Library's financial statements shall be reviewed on a regular basis.

**Current Status:** The Chief Financial Officer submits the Budget Reports attached for Board approved operating funds and Balance Sheets for all funds as of February 29, 2016.

**Recommended Motion for Consideration by the Finance & Investment Committee:**

*I move that the Finance & Investment Committee recommend to the Board of Trustees that the Budget Reports for Board approved operating funds and Balance Sheets for all funds as of February 29, 2016 be accepted.*

*THE QUEENS BOROUGH PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF FEBRUARY 29, 2016**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**MARCH 24, 2016**

**City General Fund  
Budget Report as of February 29, 2016**

*In thousands*

<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
City Appropriations	\$ 99,415	\$ 100,389	\$ 80,093	-	\$ 20,296	20%
Interest Income	5	5	14	-	(9)	0%
Rental	21	21	65	-	(44)	0%
Sundry Revenues	-	-	-	-	-	0%
Legal Settlement	-	-	-	-	-	0%
Insurance Proceeds	-	-	5	-	(5)	0%
<b>Total Revenues</b>	<b>\$ 99,441</b>	<b>\$ 100,415</b>	<b>\$ 80,177</b>	<b>\$ -</b>	<b>\$ 20,238</b>	<b>20%</b>

**Appropriations**

Personal Services	\$ 60,369	\$ 58,040	\$ 34,346	-	\$ 23,694	41%
Health Insurance	13,747	14,253	7,614	-	6,639	47%
Social Security	4,705	4,733	3,044	-	1,689	36%
Unemployment Insurance	140	140	43	-	97	69%
Employee Welfare Fund	2,582	2,575	1,197	-	1,378	54%
Disability Insurance	273	237	11	-	226	95%
Workers' Compensation	-	-	-	-	-	0%
Training	12	12	-	-	12	100%
General Supplies	1,310	1,375	575	286	514	37%
Maintenance & Custodial Supplies	622	635	212	63	360	57%
Equipment	369	1,146	160	20	966	84%
Furniture	43	91	23	20	48	53%
Library Materials	3,088	4,048	2,096	190	1,762	44%
Contractual Services	1,705	1,706	753	155	798	47%
Postage	162	162	100	9	53	33%
Telecommunications	476	630	234	13	383	61%
Carfare, Travel & Mileage	38	38	27	-	11	29%
Maintenance & Repairs - Vehicles	137	137	88	-	49	36%
Maintenance & Repairs - Buildings	1,495	1,748	657	516	575	33%
Information Systems Services	1,778	1,888	891	41	956	51%
Rentals - Land/Buildings	1,311	1,311	971	-	340	26%
Heat, Light, and Power	2,939	2,936	2	2	2,932	100%
P & C Insurance Premiums	520	570	511	-	59	10%
Adult Literacy	1,620	1,774	994	6	774	44%
Anti Proverty	-	5	1	1	3	60%
Program Support-Rosedale, FR,Ar	-	25	5	4	16	64%
Programs - Friends of Briarwood	-	5	1	2	2	40%
Technology Upgrades - Astoria	-	5	-	5	-	0%
Early Childhood Literacy	-	175	55	14	106	61%
Job Business Academy	-	10	-	3	7	70%
Program Support- CD 31	-	5	-	-	5	100%
<b>Total Appropriations</b>	<b>\$ 99,441</b>	<b>\$ 100,415</b>	<b>\$ 54,611</b>	<b>\$ 1,350</b>	<b>\$ 44,454</b>	<b>44%</b>

<b>Fines and Fees Fund</b>						
<b>Budget Report as of February 29, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Fines on Overdue Items	\$ 1,433	\$ 1,433	\$ 846	-	\$ 587	41%
Lost Library Cards	60	60	35	-	25	42%
Lost & Damaged Items Fees	305	305	188	-	117	38%
Interest Income- Fines/Fees	2	2	-	-	2	100%
<b>Total Revenues</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 1,069</b>	<b>-</b>	<b>\$ 731</b>	<b>41%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 11	\$ 11	4	-	\$ 7	64%
Social Security	1	1	1	-	-	0%
Training	249	249	111	50	88	35%
General Supplies	24	24	4	2	18	75%
Equipment	33	33	-	-	33	100%
Library Materials	535	535	360	16	159	30%
Contractual Services	1,072	1,072	441	177	454	42%
Information System Services	60	60	-	-	60	100%
<b>Total Appropriations</b>	<b>\$ 1,985</b>	<b>\$ 1,985</b>	<b>\$ 921</b>	<b>\$ 245</b>	<b>\$ 819</b>	<b>41%</b>

<b>Federal General Fund</b>						
<b>Budget Report as of February 29, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 2,787	\$ 2,787	-	-	\$ 2,787	100%
Total Revenues	\$ 2,787	\$ 2,787	-	-	\$ 2,787	100%
<b><u>Appropriations</u></b>						
Telecommunications	\$ 2,787	\$ 2,787	\$ 1,020	-	\$ 1,767	63%
Information Systems Services	-	-	(26)	26	-	0%
Total Appropriations	\$ 2,787	\$ 2,787	\$ 994	\$ 26	\$ 1,767	63%

<b>State General Fund</b>						
<b>Budget Report as of February 29, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
Basic Grant Revenues	\$ 3,829	\$ 3,829	\$ (92)	-	\$ 3,921	102%
Consolidated Systems Aid	1,509	1,509	-	-	1,509	100%
Legal Settlements	-	-	24	-	(24)	0%
County Prison Aid				-	-	0%
<b>Total Revenues</b>	<b>\$ 5,338</b>	<b>\$ 5,338</b>	<b>(68)</b>	<b>-</b>	<b>\$ 5,406</b>	<b>101%</b>
<b>Appropriations</b>						
Personal Services	\$ 911	\$ 893	\$ 283	-	\$ 610	68%
Health Insurance	-	-	7	-	(7)	0%
Social Security	74	49	28	-	21	43%
Employee Welfare Fund	-	-	-	-	-	0%
Pension	-	43	60	-	(17)	-40%
Workers' Compensation	-	-	-	-	-	0%
Training	51	51	21	7	23	45%
General Supplies	15	17	6	2	9	53%
Equipment	102	177	75	22	80	45%
Furniture	-	357	77	73	207	58%
Library Materials	522	522	317	18	187	36%
Contractual Services	2,069	2,124	961	343	820	39%
Carfare, Travel & Mileage	5	5	-	-	5	100%
Maintenance & Repairs - Buildings	777	1,633	329	693	611	37%
Information Systems Services	2,505	2,505	655	342	1,508	60%
<b>Total Appropriations</b>	<b>\$ 7,031</b>	<b>\$ 8,376</b>	<b>\$ 2,819</b>	<b>\$ 1,500</b>	<b>\$ 4,057</b>	<b>48%</b>

<b>Board-Designated Fund</b>						
<b>Budget Report as of February 29, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 223	-	\$ 27	11%
Library Merchandise Sales	2	2	-	-	2	100%
Gains (Losses) on Investments	300	300	(751)	-	1,051	0%
<b>Total Revenues</b>	<b>\$ 552</b>	<b>\$ 552</b>	<b>\$ (528)</b>	<b>-</b>	<b>\$ 1,080</b>	<b>196%</b>
<b><u>Appropriations</u></b>						
Training	\$ 10	\$ 10	\$ -	\$ -	\$ 10	100%
General Supplies	61	53	16	-	37	70%
Contractual Services	660	761	359	71	331	43%
Carfare, Travel & Mileage	12	12	6	-	6	50%
Maintenance & Repairs - Vehicles	6	6	-	-	6	100%
P & C Insurance Premiums	3	3	-	-	3	100%
Information Systems Services		7	-	-	7	100%
<b>Total Appropriations</b>	<b>\$ 752</b>	<b>\$ 852</b>	<b>\$ 381</b>	<b>\$ 71</b>	<b>\$ 400</b>	<b>47%</b>

<b>Workers Comp Fund</b>						
<b>Budget Report as of February 29, 2016</b>						
<i>In thousands</i>						
<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interest Income	\$ -	\$ -	\$ 1	\$ -	\$ (1)	0%
Interfund Transfers	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>(1)</b>	<b>0%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 72	\$ 72	\$ 46	-	\$ 26	36%
Health Insurance	6	6	4	-	2	33%
Social Security	6	6	4	-	2	33%
Employee Welfare Fund	2	2	1	-	1	50%
Pension	8	14	13	-	1	7%
Workers' Compensation	200	194	79	-	115	59%
Contractual Services	125	125	75	15	35	28%
P & C Insurance Premiums	45	45	45	-	-	0%
<b>Total Appropriations</b>	<b>\$ 464</b>	<b>\$ 464</b>	<b>\$ 267</b>	<b>15</b>	<b>\$ 182</b>	<b>39%</b>

## BALANCE SHEET – FINES & FEES FUND GROUP

At February 29, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,824,241
Money Market Accounts	152,042
Repurchase Agreements	-
On Hand	41,538
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	12,269
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Others	-
<b>Other Assets</b>	
Interfund Receivables	313,918
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	808,952
<b>TOTAL ASSETS</b>	<b>\$ 3,152,960</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 15,875
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	808,952
Unrestricted - Other	2,328,133
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,152,960</b>

## BALANCE SHEET – CITY FUNDS GROUP

At February 29, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 14,691,211
Money Market Accounts	1,006
Repurchase Agreements	-
On Hand	94
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	16,360
<b>Grants and Contracts Receivable</b>	
New York City	11,514,625
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Insurance	-
Prepaid Rent	-
<b>Other Assets</b>	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,573,625
<b>TOTAL ASSETS</b>	<b>\$ 31,796,921</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 232,533
Accrued Payroll & Related Expense	-
Note Payable	744,630
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	12,209,961
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	5,573,625
Unrestricted - Other	20,631,166
Restricted - Other	(7,594,994)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 31,796,921</b>

## BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At February 29, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 664,855
Money Market Accounts	-
Repurchase Agreements	-
On Hand	80
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	14,128
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	930,439
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	-
<b>Other Assets</b>	
Interfund Receivables	54,996
Certificates of Deposit	-
Investments	6,571,688
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,858,273
<b>TOTAL ASSETS</b>	<b>\$ 36,120,126</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 76,125
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	5,512,627
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,858,273
Unrestricted - Other	6,643,976
Restricted - Other	(3,970,875)
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 36,120,126</b>

## BALANCE SHEET – TRUST & AGENCY FUND

At February 29, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,240,061
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,240,061</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 566,580
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	673,481
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,240,061</b>

**BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND**

At February 29, 2016

**Assets**

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 3,090,138
Money Market Accounts	-
On Hand	551
<b>Accounts Receivable</b>	
Accounts Receivable	32,591
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	896
<b>Other Assets</b>	
Interfund Receivables	8,927
Certificates of Deposit	-
Investments	3,300,988
Property & Equipment (net of depreciation)	1,077,068
Retail Inventory	-
<b>TOTAL ASSETS</b>	<b>\$ 7,511,159</b>

**Liabilities and Fund Balances**

<b>Liabilities</b>	
Accounts Payable	\$ 50,748
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	1,077,068
Unrestricted - Other	6,062,464
Restricted - Other	320,879
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 7,511,159</b>

## BALANCE SHEET – WORKERS’ COMPENSATION FUND

At February 29, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,809,277
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,809,277</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 411
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	461,720
Deferred Revenue	-
Other Liabilities and Interfund Payables	865
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,346,281
Restricted - Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,809,277</b>

*REPORT(S)*



*PAYROLL FOR THE MONTH OF  
FEBRUARY 2016*

***Report Item: PAYROLL FOR THE MONTH OF FEBRUARY 2016***

The Chief Financial Officer reports the payrolls paid during the month of January 2016 in the aggregate sum of \$4,772,014 consisting of a (\$185) credit in Fines & Fees Funds, \$4,579,171 in City Funds, \$182,316 in Federal & State Funds, \$5,198 in Board-designated & Private Grants Funds, and \$5,514 in the Workers Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

**AGENDA ITEM:            *INTERIM PRESIDENT'S EXTERNAL  
MEETINGS AND OUTREACH ACTIVITIES  
February 20, 2016 – March 14, 2016***

- |                   |   |
|-------------------|---|
| February 24, 2016 | Meeting with Margaret Sullivan of Sullivan Studios regarding space planning<br><br>Teleconference with Angelina Martinez-Rubio, General Counsel, Borough President's Office   |
| February 29, 2016 | Meet with Council member Vallone to provide update and discuss capital projects<br><br>Tour of Central Library with Dennis Walcott  |
| March 1-2, 2016   | Library Advocacy – Albany, NY   |
| March 3, 2016     | Queens Library Foundation Board Meeting at Forest Hills Community Library   |
| March 8, 2016     | Tour of Elmhurst Library with Borough President and Trustees Concolino, Gall, Guillergan, Koerner, Schimmel and Dennis Walcott, DDC<br><br>First Lady Chirlane McCray, Deputy Mayor Beury and Korean Consul press event regarding launch of First Lady McCray's translation of her book "Talk to Your Baby" in Korean with Eve Guillergan, Board representative for Speaker, NYC Council and Dennis Walcott |
| March 10, 2016    | Teleconference with Vornado regarding Rego Park Community Library<br><br>Teleconference with Michael Woloz, Jeff Rodus and Marty McLaughlin, Connelly McLaughlin & Woloz  |

Testimony before City Council Queens Delegation at  
Queens Museum, Flushing Meadows, Corona

March 11, 2016      Signing of Side Letter Agreement for Frontloading Annual  
leave for Union-Represented Employees and Side Letter  
Agreement for Union-Represented Security Guards and  
Photo Opp with Local 1321

March 14, 2016      Meeting with Borough President, DDC, Trustees Adams,  
Bergtraum, Ottulich, Santos and Taussig regarding Queens  
Library Capital Projects

Collaboration with Museum of Chinese in America  
(MOCA)

**AGENDA ITEM:        *PRESIDENT'S EXTERNAL MEETINGS AND  
OUTREACH ACTIVITIES  
February 29, 2016 – March 18, 2016***

Tour of Central Library with Bridget Quinn-Carey

Library Advocacy Day, Albany, NY

Queens Library Foundation Board Meeting at Forest Hills  
Community Library

Visit to Briarwood Community Library

Visit to Forest Hills Community Library

Visit to Glendale Community Library

Visit to Hillcrest Community Library

Visit to Hollis Community Library

Visit to Maspeth Community Library

Visit to Middle Village Community Library

Visit to North Forest Park Community Library

Visit to Pomonok Community Library

Visit to Rego Park Community Library

Visit to Ridgewood Community Library

Visit to South Hollis Community Library

Visit to Woodhaven Community Library

Phone interview with Rob Pozarycki, Queens Courier

Visit to Baisley Park Community Library

Visit to Bellerose Community Library

Visit to Cambria Community Library

Visit to Central Community Library

Visit to Far Rockaway Community Library

Visit to Flushing Community Library

Visit to Fresh Meadows Community Library

Visit to Glen Oaks Community Library

Visit to Kew Gardens Hills Community Library

Visit to Laurelton Community Library

Visit to Rochdale Community Library

Visit to Rosedale Community Library

Tour of Elmhurst Library (new site) with Borough President and Trustees Concolino, Gall, Guillergan, Koerner, Schimmel and Bridget Quinn-Carey and Dennis Verriello

Phone interview with Jon Cronin, Queens Tribune

Teleconference with Vornado regarding Rego Park Community Library

Teleconference with Michael Woloz, Jeff Rodus and Marty McLaughlin, Connelly McLaughlin & Woloz

Phone Interview with Karen Clements of Communities of Color

Visit to South Jamaica Community Library

Visit to St. Albans Library Community Library

Signing of Letter Agreement and Photo Opp with Local 1321

WABC Up Close Interview with Bill Ritter

Meeting with Borough President, DDC, Trustees Adams, Bergtraum, Ottulich, Santos and Taussig regarding Queens Library Capital Projects

Collaboration with Museum of Chinese in America (MOCA)

Teleconference with three library systems regarding Commissioner Menin's Working Group Meeting on "One Book, One New York"

Visit to Lefrak City Community Library

Visit to Corona Community Library

Visit to Langston Hughes Community Library

Visit to Poppenhusen Community Library

Visit to Whitestone Community Library

Visit to Bay Terrace Community Library

NY1 interview at Central Library

“One Book, One New York” working group meeting with Julie Menin, Commissioner, Mayor’s Office of Media and Entertainment to discuss ideas for a city-wide community read program

Teleconference with Michael Woloz, Jeff Rodus and Marty McLaughlin, Connelly McLaughlin & Woloz

Phone interview with Michael Gannon, QueensChronicle

Visit to Auburndale Community Library

Visit to Bayside Community Library

Visit to Douglaston-Little Neck Community Library

Visit to Queens Village Community Library

**Interim President’s Report – Key Performance Indicators  
Queens Borough Public Library  
July 1, 2015 through February 29, 2016**

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Arverne	160,674	5.63 %	78,589	7.52%	6,883	19.02%	5,314	0.76%	4
Astoria	57,825	3.05 %	54,310	-15.56%	6,382	0.52%	11,777	-15.18%	
Auburndale	101,565	-6.40 %	48,888	-8.07%	5,299	29.43%	13,255	10.95%	
Baisley Park	37,099	38.92 %	47,308	26.06%	5,960	207.69%	19,997	36.85%	2
Bayside	258,175	-12.57 %	128,316	-0.88%	7,457	14.06%	37,568	38.78%	
Bay Terrace	65,778	-5.81 %	53,693	-0.88%	5,754	-30.53%	14,746	-38.61%	
Bellerose	88,401	23.56 %	64,330	22.52%	4,148	29.58%	23,186	70.20%	2
Briarwood	109,795	-9.34 %	82,041	-0.90%	14,624	14.69%	43,834	447.24%	
Broadway	158,676	-4.76 %	169,681	-4.92%	6,882	-8.40%	20,891	225.76%	
Broad Channel	50,699	-17.36 %	13,819	-6.94%	243	-58.46%	16	-76.47%	
Cambria Heights	58,321	-20.64 %	110,098	-12.27%	20,499	7.80%	10,897	16.97%	
Corona	129,785	-13.42 %	144,899	-8.53%	16,131	-19.15%	8,657	-53.05%	
Court Square	51,807	-6.08 %	53,618	4.61%	2,597	-10.45%	10,951	-30.73%	
Douglaston	85,525	10.91 %	63,453	-0.42%	3,691	17.77%	10,718	-25.66%	
East Elmhurst	38,282	-1.83 %	54,441	7.85%	5,096	-23.31%	3,965	-27.71%	
East Flushing	70,419	-2.23 %	42,380	3.61%	3,427	56.70%	8,225	6.21%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Elmhurst	188,479	-12.29 %	88,875	-11.97%	1,032	35.79%	19,912	12.89%	
Far Rockaway	79,857	-19.94 %	100,341	-18.76%	8,135	1.47%	18,490	9.65%	
Forest Hills	255,946	-12.19 %	201,719	-7.17%	21,020	46.55%	138,087	34.66%	
Fresh Meadows	380,262	-9.03 %	148,524	-3.55%	8,242	-5.64%	62,364	18.78%	
Glen Oaks	212,729	-13.50 %	94,283	-10.08%	18,142	25.99%	43,731	49.32%	
Glendale	66,196	10.02 %	41,138	1.07%	3,240	132.93%	5,150	-19.83%	
Hillcrest	136,031	-7.69 %	75,060	-2.06%	2,153	-23.73%	8,330	-4.89%	
Hollis	57,528	33.92 %	49,745	48.83%	3,752	166.29%	6,995	100.66%	2
Howard Beach	80,746	-15.36 %	52,932	-12.52%	1,739	-33.68%	13,007	10.88%	
Jackson Heights	286,449	-12.44 %	272,190	-3.54%	12,924	-5.10%	71,927	32.61%	
Kew Gardens Hills	68,925	-6.93 %	67,129	6.09%	592	-44.93%	15,642	-8.91%	
Langston Hughes	56,179	-12.41 %	96,161	-11.48%	9,840	-7.80%	6,271	-63.04%	
Laurelton	49,642	-16.37 %	73,145	-15.02%	11,497	19.14%	31,137	2.89%	
Lefferts	98,114	13.48 %	116,437	19.65%	20,461	78.89%	25,987	-15.06%	2
Lefrak City	62,369	-10.16 %	82,814	-6.90%	8,906	41.01%	9,257	-0.72%	
Long Island City	93,796	-4.67 %	102,209	-8.64%	38,876	46.31%	36,714	97.33%	8
Maspeth	139,962	-1.79 %	88,528	-5.38%	4,220	57.58%	24,332	37.52%	
McGoldrick	104,537	-21.05 %	76,263	-9.14%	11,374	-21.25%	18,321	-5.14%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Middle Village	43,145	-19.48 %	28,317	-0.58%	3,724	1056.52%	4,220	8.21%	
Mitchell-Linden	145,345	2.84 %	93,576	-0.74%	10,958	-2.88%	28,747	17.76%	
North Forest Park	81,578	-9.61 %	59,417	0.52%	1,815	101.89%	16,065	17.22%	
North Hills	76,604	-6.39 %	59,768	-7.13%	4,849	-16.17%	20,124	24.86%	
Ozone Park	81,611	-25.30 %	63,204	-14.75%	3,971	-21.01%	10,427	-11.72%	
Peninsula	143,426	281.99 %	76,859	X	2,396	47.90%	1,950	-47.85%	1,4,8
Pomonok	64,294	-6.59 %	53,146	-3.35%	6,414	26.68%	18,224	202.77%	
Poppenhusen	59,512	-7.16 %	47,487	-5.24%	3,076	9.27%	12,082	9.22%	
Queensboro Hill	83,990	7.23 %	97,693	16.77%	2,894	-50.57%	7,299	-35.83%	
Queens Village	77,841	-18.38 %	69,383	-3.51%	9,417	2.15%	12,280	57.72%	
Rego Park	126,892	-5.27 %	123,776	1.31%	7,101	31.40%	12,154	-5.41%	
Richmond Hill	109,117	-14.27 %	114,840	7.90%	32,028	39.17%	37,073	-10.48%	
Ridgewood	118,474	-15.07 %	180,970	-14.96%	32,040	23.48%	49,591	23.92%	
Rochdale Village	41,929	19.88 %	85,059	50.23%	6,511	104.36%	11,733	194.43%	2,8
Rosedale	43,975	303.70 %	55,920	331.02%	6,947	732.97%	17,103	604.12%	2
Seaside	74,833	-32.50 %	60,965	0.83%	8,634	11.80%	262	-98.96%	4
South Hollis	41,466	-5.14 %	56,846	-4.96%	14,656	405.73%	33,232	27.02%	
South Jamaica	36,492	-22.78 %	83,680	-10.09%	14,828	27.72%	10,386	-1.13%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
South Ozone Park	57,082	-18.94 %	53,557	-7.72%	4,357	37.71%	16,054	-11.16%	
St. Albans	46,322	-13.73 %	68,389	-4.86%	4,176	16.06%	3,804	37.83%	
Steinway	161,682	-8.66 %	140,376	-3.72%	8,790	-45.46%	19,512	54.87%	
Sunnyside	142,975	2.62 %	149,280	14.57%	12,692	25.01%	32,686	38.67%	2
Whitestone	93,215	-8.11 %	56,400	-6.70%	5,285	9.51%	41,720	63.11%	
Windsor Park	105,637	-4.49 %	76,438	3.57%	5,456	27.30%	17,833	25.29%	
Woodhaven	94,446	-5.52 %	82,576	0.99%	11,540	1.69%	10,609	10.18%	
Woodside	97,715	-17.56 %	104,206	-2.07%	16,689	2.27%	23,720	3.03%	
<b>Community Libraries Total</b>	<b>6,190,171</b>	<b>-6.29 %</b>	<b>5,179,485</b>	<b>-0.24%</b>	<b>542,462</b>	<b>17.89%</b>	<b>1,268,541</b>	<b>19.52%</b>	
Central Library Adult Learning	1,927	25.13 %	0	-100.00%	4,604	88.77%	4,418	47.07%	6
Elmezzi LIC Adult Learning	1,036	-14.73 %	38,777	-2.82%	7,070	X	60	-91.56%	
Elmhurst Adult Learning Center	40	-21.57 %	11,161	-26.28%	4,481	-3.49%	1,683	82.93%	
Flushing Adult Learning Center	5,848	6.25 %	41,930	-26.99%	10,004	90.59%	2,080	90.65%	
Peninsula Adult Learning Center	277	648.65 %	0	0.00%	3,580	X	0	-100.00%	
Rochdale Adult Learning Center	841	294.84 %	0	0.00%	5,181	X	109	118.00%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Steinway Adult Learning Center	1,612	10.49 %	0	0.00%	5,396	69.53%	646	27.92%	
Adult Learning Center Total	11,581	15.59 %	91,868	-34.40%	40,316	159.87%	8,996	38.06%	
Central Adult Fiction	60,009	-9.01 %							
Central Adult Fiction – Ask at Desk	20,400	-15.09 %							
Central Adult Non-Fiction	123,886	-4.69 %							
Central Adult Non-Fiction –	73,657	-13.28 %							
Central International languages	8,920	5.54 %							
Central International Languages – Ask at Desk	2,515	-29.63 %							
Central Library Current Collection	24,996	9.98 %							
Central Library Fine Arts/Media Center	357,102	-12.13 %							
Central Library Others	37,278	-21.43 %							

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Library Hot Picks	25,405	36.09 %							
Central Library Interloan	669	-20.07 %							
Central Library Job Info Center	1,336	-27.59 %							
Central Library Young Adult Room	54,048	-10.48 %							
Children's Library Discovery Center	242,219	-7.07 %	198,965	7.38%	30,514	83.70%	23,534	-36.25%	
<b>Central Total</b>	<b>1,009,607</b>	<b>-8.92 %</b>	<b>986,037</b>	<b>11.30%</b>	<b>59,217</b>	<b>25.97%</b>	<b>218,330</b>	<b>-20.67%</b>	<b>3</b>
Flushing	841,355	-24.06 %							
Flushing IRC	18,142	-19.96 %							
Flushing Job Info Center (JIC)	595	-54.75 %							
Flushing Media Center	13,514	112.32 %							
<b>Flushing Total</b>	<b>911,094</b>	<b>-22.70 %</b>	<b>1,060,846</b>	<b>-13.38%</b>	<b>31,612</b>	<b>-15.25%</b>	<b>220,631</b>	<b>39.88%</b>	<b>7</b>
E-book and E-Magazines	350,167	-4.25 %							

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Virtual Music and Movies	282,047	10.20 %							
Virtual Library Total	632,214	1.70 %							5
Langston Hughes Black	4,588	-18.04 %							
Queens Village Mail-A-Book	36,900	-5.97 %			3,457	118.38%			
Miscellaneous Other	2,248	-63.64 %							
Miscellaneous Total	393,904	-5.48 %							
<b>System Total</b>	<b>8,707,925</b>	<b>-9.06 %</b>	<b>7,361,064</b>	<b>-1.88%</b>	<b>676,188</b>	<b>19.82%</b>	<b>1,707,502</b>	<b>14.27%</b>	
Website Visits	5,122,983	0.14%							
Wireless Use	320,510	27.16%							
Computer Sessions	1,986,671	-0.08%							

Notes:

- 1 -- Library closed for renovation during a portion of the current fiscal year.
- 2 -- Library closed for renovation during a portion of last fiscal year.
- 3 -- Central Library partially closed during renovation in current fiscal year.
- 4 -- Closed/Partially closed due to damage from Hurricane Sandy.
- 5 -- Formerly called All E-Content; Streaming e-content metrics started 2/2014
- 6 -- CEL ALC moved from Annex to CEL branch starting Jan 2015 - no accurate gate count possible
- 7 -- Flushing Library partially closed for renovation in current fiscal year.
- 8 -- ALC programs listed under separate ALC location starting in FY16



## Budget Priorities for Fiscal Year 2017

Dear Library Customer:

Thank you for your interest in Queens Library. Your public libraries are among Queens's most important and best-used assets. Queens Library provided free lifelong learning, resources and information to more than 11.8 million children and adults last year. Millions more took advantage of our online resources.

Please review the budget proposal attached. We want everyone in Queens to understand how library funding is spent, and to feel free to give us feedback on your priorities. Through this process, we hope to make Queens Library an even more well-used and impactful library system.

Comments on the library's proposed budget are welcome from April 5 through May 6. An online feedback form is available on our website at [www.queenslibrary.org/budget](http://www.queenslibrary.org/budget) or you may write to Budget Feedback, Government and Community Relations, Queens Library, 89-11 Merrick Boulevard, Jamaica, NY 11432.

Sincerely,  
Carl Koerner, Esq., Chair, Queens Library Board of Trustees  
Dennis Walcott, President and CEO

**P.S.** We need your to help let your elected officials know that you support continued investment in libraries. Please visit <http://www.investinlibraries.org> or <http://speakup.queenslibrary.org>. #investinlibraries

### Queens Library Revenue Fiscal Year 2016-2017 *(in millions)*

Source	Type	Description	FY 16	FY 17	Major Variances
NYC	Unrestricted	City funds for operating expenses	\$97.2	\$93.5	FY 16 restoration of \$5.9M was not base-lined; union wage increase and health insurance funding received
NYC	Restricted	City funding for pension expense, library-managed construction costs and technology grant	\$13.5	\$17.1	City construction projects progressing and pension rate increases
Fines & Fees	Unrestricted	Overdue fines and fees	\$1.8	\$1.6	Increase in ebook lending. Ebooks automatically expire and do not incur fines.
U.S. Government	Restricted	Federal grants including telecommunications funding from the Federal Communications Commission, Workforce Investment Act and Institute of Museum and Library Services	\$3.9	\$4.3	Increase in internet bandwidth planned in FY 17 for faster internet and wifi for customers
New York State	Unrestricted	NYS formula aid and Local Services Aid for operating expenses	\$5.3	\$5.6	State funding increase
New York State	Restricted	NYS grants for Central Library aid, literacy and construction	\$5.7	\$4.7	State construction grant completed in FY 16
Fund Raising	Restricted/Unrestricted	Foundation and corporate grants, private donations, fundraising events	\$1.7	\$2.0	Private funding budget estimates based on commitments only
Investment Income	Restricted/Unrestricted	Investment earnings on operating funds and investments and endowments	\$1.4	\$.9	Investment earnings have decreased as a result of market conditions
Contributed Facilities	Restricted	The value of the utilities for City-owned buildings, paid by the City directly, and the annual lease value of those buildings	\$20.4	\$25.4	Value of City facilities method revised
Contributed Services	Unrestricted	Value of volunteer services	\$0.2	\$0.2	
Other	Unrestricted	Sale of deaccessioned materials; membership dues	\$0.1	\$0.1	
<b>TOTAL</b>			<b>\$151.2</b>	<b>\$155.4</b>	

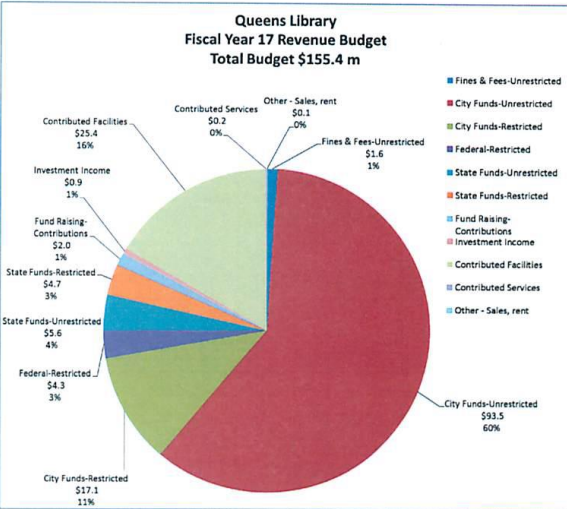
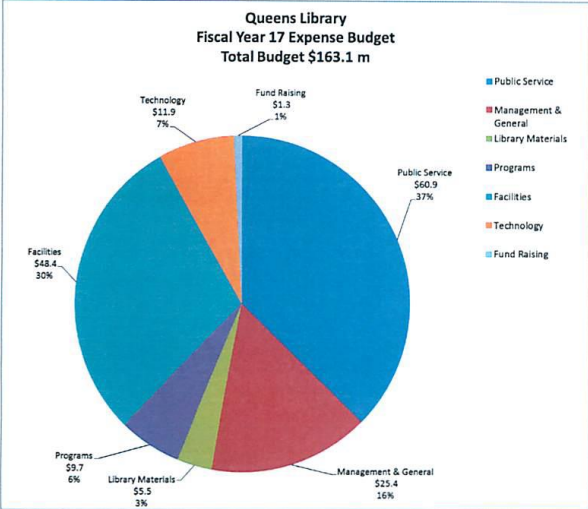
## Queens Library Expenses Fiscal Year 2016-2017 *(in millions)*

Budget Item	Description	FY 16	FY 17	Major Variance
Public Service	Staff: librarians, customer service, security guards, employee benefits	\$59.2	\$60.9	Pension rate increases and union general wage increase
Management & General	Departmental expenses including payroll for support departments: Legal, Finance, Risk Management, Logistics and Security Management, Marketing, Government and Community Affairs, Development, Human Resources, Board of Trustees, Purchasing, Virtual Library, Telecommunications, Acquisitions	\$24.9	\$25.4	Increase in internet bandwidth planned
Library Materials	Books, e-books, databases, multimedia materials	\$6.0	\$5.5	One time funding for materials in FY 16.
Programs	Programs for adults, young adults and children, special events, literacy, youth counselors, job and information programs, after-school programs, summer reading, including staff costs	\$8.1	\$9.7	Grant Funding based on committed funding and reorganization of development staff to programs for efficiencies
Facilities	Custodial, maintenance, repairs, utilities, lease costs, equipment, renovations and value of contributed services	\$41.3	\$48.4	Value of City facilities method revised; Central Library renovation project scheduled to be completed in FY 17
Technology	Software licenses, one-time software development, computers, network equipment, maintenance contracts, RFID equipment, technology staff	\$11.5	\$11.9	One time funding for technology initiatives and contractual increases
Fundraising expenses	Development staff; development administration expenses and gala expenses	\$1.6	\$1.3	Reorganization of development staff to programs for efficiencies
<b>TOTAL</b>		<b>\$152.6</b>	<b>\$163.1</b>	

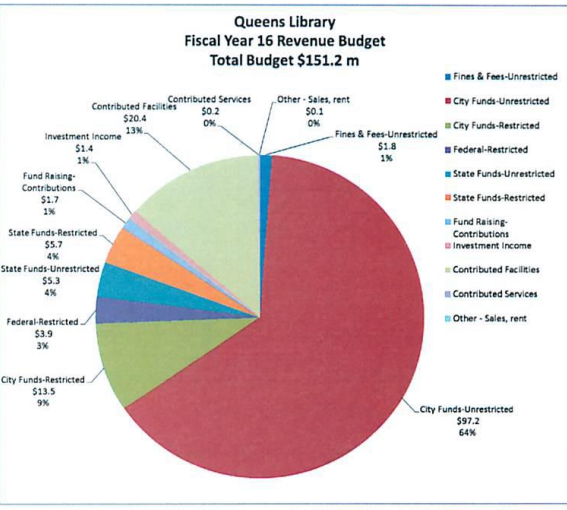
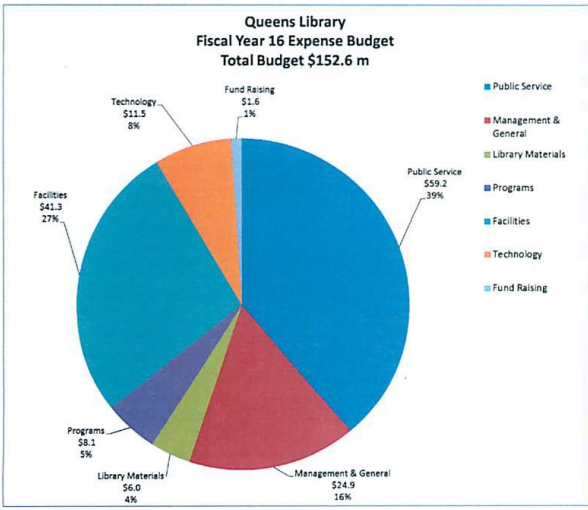
***A note on the Fiscal Year 2017 Proposed Budget:***

- Expense budget includes one-time funding from reserves.
- Neither NY City nor NY State have finalized their budgets for the coming Fiscal Year as of the time of this posting. City funding is based on the January Plan and is \$5.9 million less than current year funding.
- Queens Library seeks an \$12 million increase from New York City for operating expenses. It is part of a \$43 million increase that is being requested to fund libraries across the five boroughs.
- A \$12 million restoration will be used to fund additional hours of service and 7 day service in each City Council District; to hire 60 employees to serve the public; to help more customers find jobs; to purchase approximately 40,000 new books; to provide 500,000 more computer sessions; provide literacy programs for thousands more customers; to provide technical training for tens of thousands more customers.

Fiscal Year 17 Budget



Fiscal Year 16 Budget



## PUBLIC SESSION

## OTHER BUSINESS

*Report of Minutes of the Queens  
Library Foundation Board of  
Directors Meeting of September  
10, 2015*

***Agenda Item:***    ***REPORT OF THE MINUTES OF THE QUEENS LIBRARY FOUNDATION BOARD OF DIRECTORS MEETING OF SEPTEMBER 10, 2015***

**Background:**    The Queens Library Foundation Board of Directors met September 10, 2015.

**Current Status:**    The attached Minutes have been approved by the Board of Directors of the Queens Library Foundation and provided for your information.

**THE QUEENS LIBRARY FOUNDATION**

**BOARD OF DIRECTORS**

**THURSDAY, SEPTEMBER 10, 2015**

**MINUTES**

The meeting of the Queens Library Foundation Board of Directors was called to order on Thursday, September 10, 2015 at 10:15 a.m. in the Flushing Library IRC third floor Conference Room at the 41-17 Main Street, Flushing, New York. The next board meeting is scheduled for November 5, 2015.

**PRESIDING:** Vincent Arcuri Jr., President

**PRESENT:**

James Haddad, Esq.  
Carl Koerner, Esq.  
Eugene Petracca (via telephone)  
Bridget Quinn-Carey  
Jose Rivero

Diana Chapin  
Tracy Yogman

**EXCUSED:**

Wanda Chin  
Matthew Gorton  
Catherine Lee  
Edward Sadowsky

**GUESTS:**

Mary S. Bleiberg  
Denise Clark  
Lewis Finkelman  
Scott McLeod  
Madlyn Schneider  
Ellen Young

**I. PRESENTATION OF THE OLDER ADULTS PROGRAM**

Madlyn Schneider, Coordinator of the Older Adults Services presented an overview of the program noting the enormous projected growth of this population throughout New York City and Queens. She and her staff conducted surveys to determine the specific needs of local communities and homebound customers and how to best respond to them. In response, the department has designed programs such as Lifetime Arts, Concerts in Motion, virtual programming with teleconference and Skype, and monthly health programs. The Library needs more programs for older immigrants, especially those who speak Spanish and Chinese.

One of the most impressive successes of the Older Adults Program is Mail-A-Book which started eight years ago and includes outreach to the homebound community. Ms. Schneider passed around correspondence and art work sent to her by customers expressing their appreciation of this and other various MAB outreaches done by Queens Library. QL meets the needs of many homebound customers through grants both public and private, as well as support from individual donors. Mr. Haddad expressed interest in understanding how the program was funded and how private funds supported it. Ms. Yogman and Ms. Schneider explained that much of the program and materials budget was supported by private funds, while City funds provided basic areas such as staff and postage. An overview of budget costs and sources of support will be sent to Mr. Haddad.

**II. APPROVAL OF THE MINUTES**

It was moved by Mr. Rivero, that the Board of Directors approve the minutes of the May 7, 2015 Queens Library Foundation Board of Directors meeting. The motion was seconded by Mr. Haddad and passed unanimously.

**III. REVISED FY 2016 FUNDRAISING PLAN**

Mary Bleiberg, Senior Vice President of Institutional Advancement and Development presented revised revenue targets for FY16 and the downsizing of expectations for foundation grants. We are focusing on unrestricted funds from individuals, major gifts and unrestricted grants. We will conduct a series of cultivation and fundraising events that could lead to more unrestricted gifts. For example, on November 19, 2015, Queens Library will host a screening of the Niarchos Foundation documentary on the crisis in Greece at the Flushing Library which should attract many Greek Americans. The book salons and the Giving Tuesday's programs with the support of Friends groups and local restaurants is another cultivation event. Ellen Young, Director of Donor Relations, noted the importance of bequests and planned giving seminars and President Arcuri underlined that, saying he had signed paperwork regarding two such bequests at the meeting today. The Board was also asked to help find corporate matches for our direct mail efforts.

**IV. REPORT OF THE AUDIT COMMITTEE**

Since Audit Chair Edward Sadowsky was not able to attend today, Ms. Yogman summarized the audit committee meeting and highlighted that the auditor Toski and Co., successfully concluded their field audit and the foundation could expect the official audited financials by the end of October. In addition, the audit committee reviewed the retention services contract of the auditor and made the recommendation to the Board of Directors.

**V. ACTION ITEM: ACCEPTANCE OF RETENTION OF EXTERNAL AUDITING SERVICES**

The Library's Audit Committee has recommended Toski & Co. to complete the Fiscal Year 2015 audit based upon their successful completion of the Fiscal Year 2014 audit. Toski & Co. has agreed to hold their proposal at \$12,000 for the Fiscal Year 2015 audit for the Foundation. The Audit Committee has unanimously approved retaining this firm for the next year and on July 16, 2015, the majority of the Queens Library Foundation Board indicated their approval of this action via e-mail.

It was moved by Mr. Rivero that the Board of Directors engage the auditing firm of Toski & Co. to complete the independent audit of the Queens Library Foundation for the fiscal year ending June 30, 2015, for a maximum fee of \$12,000. The motion was seconded by Mr. Haddad and passed unanimously.

**VI. ACTION ITEM: APPROVAL OF THE MALBA WOMAN'S CLUB ENDOWMENT FUND**

The Malba Woman's Club has provided \$25,000 to create an endowment to support the Whitestone Community Library and garden. The Board has already indicated its approval via e-mail for an endowment fund to be set up, but the bylaws require that the Board vote approval for endowments at a meeting.

It was moved by Mr. Rivero that the Board approve the creation of an endowment fund for the Malba Woman's Club endowment for the Whitestone Community Library and garden. The motion was seconded by Mr. Haddad and passed unanimously.

**VII. REVIEW OF FISCAL YEAR 2015 UNAUDITED FINANCIAL STATEMENT**

Ms. Yogman reported on the unaudited Statement of Financial Position, Statement of Activities, Endowment Report, Performance Report and Endowment Investment Report for the period ending June 30, 2015. She pointed out that on the State of Financial Position the Long-term investments increase and that is because of the endowment investment earnings. She also pointed out that the Net Assets unrestricted operating fund represents the operating costs for the Queens Library Foundation.

**VIII. EXECUTIVE DIRECTOR HIGHLIGHTS**

Ms. Chapin stated that the two most important ways in which Board Members could help achieve the FY'16 goals presented by Ms. Bleiberg are by supporting the two planned fundraising events and finding new Board Members, major supporters and sponsors. President Arcuri agreed and asked the Board to pledge to support the upcoming December fundraiser by committing to a group goal of \$15,000 from personal contributions. Board Members concurred.

Ms. Chapin then reported on a data analysis of Library customers and donors conducted for the Library's marketing department. The profile of the two main donor groups is that they are either over 50 (average age 64), retired or professional, college educated, English speakers, homeowners, single, without young children, or PTA parents, middle aged couples with older children who are saving for college. Our donors generally are affluent, altruistic, idealistic, liberals, givers to causes, who are interested in the environment, healthy living and fitness, nature, culture, political and religious causes. This presents an

*Report of Minutes of the QLF Board of Directors Meeting of September 10, 2015*

excellent opportunity for us to use this data to help strategize on how to acquire additional donors who fit the profile of these two main groups of current donors. In addition, we can use the general profiles in Experian to help us target groups where there are currently not as many donors to broaden our donor base. Interim President and CEO, Ms. Quinn-Carey, noted that it is important to protect customer confidentiality in any fundraising efforts.

**IX. LIBRARY PRESIDENT'S REPORT**

Interim President and CEO, Ms. Quinn-Carey gave highlights of recent activities such as the opening, on the first day of school, of the Library's UPK site at Ravenswood. This is the Library's second UPK site, with the help of capital grant from the Edith Glick Shoolman Children's Foundation and the other half from Borough President Katz; this is great public/private collaboration. We will be having an event there next week to celebrate--all Board Members are invited. The Library is also looking forward to being able to celebrate the start of six-day service. Currently, we are hiring additional new public service staff, including custodial and IT support. Afterschool STACKS program is piloting in several (18) locations and is a robust new model program funded through foundation and other funding.

**X. ADJOURNMENT**

It was moved by Mr. Arcuri that the meeting be adjourned. The motion was seconded by Mr. Haddad and passed unanimously. There being no further business, the meeting adjourned at 11:44 a.m.

  
\_\_\_\_\_  
Jose Rivero, Secretary